



JOB ANNOUNCEMENT

The California State Council on Developmental Disabilities (SCDD) is established by state and federal law as an independent state agency. SCDD consists of 29 members appointed by the Governor, with individual and family consumers representing a minimum of 60 percent of the membership, a Headquarters Office and 13 Area Board Offices. Through advocacy, capacity building and systemic change, SCDD and its Area Board Offices and Area Board Members work to achieve a consumer and family-based system of individualized services, supports, and other assistance. The SCDD Area Board Office 12 is located in Moreno Valley, California and serves the counties of Inyo, Mono, Riverside and San Bernardino.

POSITION: Office Assistant (Typing) – Area Board 12
TIME BASE: Half-Time
SALARY: Range A \$2003 - \$2435
Range B \$2172 - \$2641 per month
LOCATION: Cathedral City, California
DEADLINE: UNTIL FILLED

Duties: The Office Assistant (Typing) provides the primary secretarial and clerical support for the Client's Rights Advocate and Volunteer Advocacy Services Specialist at the Canyon Springs Developmental Center in Cathedral City. Prepares routine correspondence, legal forms, and documents, using a computer. Receives and screens telephone calls and visitors. Provides office administrative or functional guidance recommendations. Opens and sorts mail. Files and locates material filed. Operates office equipment.

Desired Qualifications: The knowledge, experience, and ability to use various software programs, such as Excel and Word, to prepare correspondence, legal forms and documents, using a computer. The ability to answer questions from people with developmental disabilities, family members, the public, service providers, other staff and professionals about the Area Board and its' Clients' Rights Advocacy and Volunteer Advocacy Services.

How To Apply: Applications will be accepted from persons on the SROA List, employees from surplus status departments, state employees with lateral transfer eligibility, and persons eligible for appointment from a valid promotional or open Office Assistant (Typing) eligible list. All applications meeting this criteria will be screened and only the most qualified will be interviewed. Submit Cover Letter and State Application to:

State Council on Developmental Disabilities Area Board 12
Ace Atkinson
13800 Heacock St., Ste C130
Moreno Valley, , CA 92553
Attention: Ace Atkinson, Executive Director AB 12, (951) 656-5078

CALIFORNIA STATE GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER PROVIDING OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITIES, RELIGION OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.